



WASHOE COUNTY

Local Emergency Planning Committee

"Dedicated To Excellence in Public Service"



Office of the County Manager



5185 SPECTRUM BLVD.
POST OFFICE BOX 11130
RENO, NEVADA 89520-0027
PHONE: (775) 337-5859
FAX: (775) 337-5894

August 23, 2006

Ms. Karen Kennard, Executive Director
State Emergency Response Commission
2621 Northgate Lane
Carson City, NV 89706

**RE: 2007 State Emergency Response Commission (SERC), Hazardous Materials
Emergency Preparedness (HMEP) Grant Application**

Ms. Kennard:

Enclosed please find Washoe County's 2007 SERC/HMEP grant application. In our application we have requested \$24,512.00 in the training category, per SERC finding the Washoe County LEPC administratively compliant. These requested funds are in support of attendance to the HazMat Expo10 in Las Vegas, Nevada, November 13-16, 2006.

Washoe County LEPC would like to thank the Nevada SERC for the opportunity to apply for these funds.

If you need any additional information or clarification, please do not hesitate to contact Cathy Ludwig, Grants Coordinator at 337-5859.

Sincerely,


Aaron Kenneston, LEPC Chairman
Washoe County

State of Nevada
State Emergency Response Commission
Hazardous Material Emergency Preparedness
2621 Northgate Lane, Suite 10, Carson City, NV 89706
(775) 687-6973 Fax: (775) 687-8798

Application Title Page
Original Signatures Required


Applicant **Washoe County LEPC** Address: **5195 Spectrum Blvd.**
Agency: _____
City: **Reno, NV** Zip: **89512** Phone No: **775-337-5898**
FAX **775-337-5894** E-Mail Address: **cludwig@washoecounty.us**
No.: _____
Name of LEPC **Aaron Kenneston**
Chair: _____
Fiscal Officer: **Cathy Ludwig** Phone No: **775-337-5859** Fax No: **775-337-5894**

Budget Summary:

Planning (rounded up)	\$
Training (rounded up)	\$24,512.00
TOTAL PROJECT	\$24,512.00

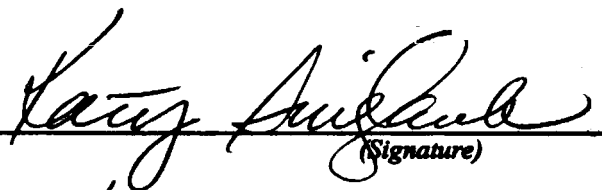
LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:

On behalf of the Local Emergency Planning Committee, I certify this body has reviewed the grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.


(Signature LEPC Chairman) Date: **8-21-06**

GOVERNING BODY APPROVAL: (County Commissioner or County Manager)

The Local Emergency Planning Committee has the approval to apply for funding through this grant.


(Signature) Date: **8-21-06**
Katy Singlaub - Washoe County Manager
(Print Name & Title)

**Washoe County LEPC
State Emergency Response Commission (SERC)
Hazardous Material Emergency Preparedness (HMEP) Grant
Fiscal Year 2007
Training Application Request**

Goals:

The primary goal of the Washoe County LEPC, is to provide appropriate planning, and training allowing emergency responders to initiate an effective response to a hazardous materials event. We intend to continue training and planning in order to refine our local response and to coordinate that response with other external agencies.

A subsequent goal of the Washoe County LEPC has been to encourage the participation of all pertinent agencies and interested persons in the committee, thus improving the ability to provide appropriate planning, training and equipment for an effective response in a hazardous materials incident.

The ever-changing landscape of HazMat operations, designed to enhance security, production, storage, transportation of hazardous materials and HazMat mitigation require primary decision makers and first responders to be educated and guided on current best practices concerning HazMat safety, security and risk management. Maintaining progressive HazMat training and resources are a vital key to successful response.

Washoe LEPC is applying for funding under the State Emergency Response Commission (SERC) HMEP 2007 grant to support SERC's hazardous materials emergency preparedness objectives and has identified 32 individuals from various disciplines including law enforcement, HazMat specialists, health safety managers, EMS, communications, as well as regional emergency management personnel; all of whom are all highly relevant to the Washoe County Regional Emergency Operations Center and HazMat planning and implementation processes. Our goal is to provide the most current and specialized HazMat training, awareness of innovative HazMat technologies, knowledge and recovery methods to these managers and responders so they may assimilate these new processes/technologies into our LEPC emergency response planning and practices.

Objectives:

Training:

The Washoe Local Emergency Planning Committee has identified the following objective regarding training. The Washoe County LEPC would like to send 32 individuals to the HazMat Expo10 conference in Las Vegas, November 13-16, 2006

This hazardous materials training conference, which includes tracks in First Responders, Environmental, Emergency Planning, Radiological, Medical, Industry and Grant Writing will provide solutions to problems hazardous materials pose. Attendees have been

selected from a diverse mix of professionals from the Washoe County community directly involved in hazardous materials emergency preparedness. First responders including Law Enforcement, Fire, Hazmat, Emergency Management, Health, Communications and Hospitals will attend. This training will allow the continued refinement of our local response and the coordination of that response with private and public entities within our community and will assist in meeting the objectives of the LEPC Hazardous Materials Plan relative to incident prevention, mitigation, minimization and emergency remediation. This specialized training will be in alignment of the Expo dates of November 13-16, 2006.

Budget:

Training:
Attendees for Hazmat Expo10

Category	Amount	Days	# Attendees	Total
Registration	\$105.00		32	\$3,360.00
Hotel	\$58.00	4	32	\$7,424.00
Meals	\$28.00	4	32	\$3,584.00
Meals Included	\$12.00		32	(\$384.00)
Airline	\$251.00		32	\$8,032.00
Airport Parking	\$12.00	4	32	\$1,536.00
Ground Trans.	\$30.00	To/From Airport	32	\$960.00
Total				\$24,512.00

Total Amount Requested for HMEP Grant

\$24,512.00

Detailed Budget Narrative:

Training:

Registration - The registration fee for the Hazmat Expo10 Conference is \$105 per attendee and will include access to all training tracks presented at the conference and keynote breakfast.

Lodging – The rate for lodging will not exceed the State rate of \$58.00 per night.

Meals – The allowable State rate for per diem is \$28.00 per day.

Breakfast - \$5.50
Lunch - \$6.50
Dinner - \$14.00
Incidentals - \$2.00

Meals that are included in the conference (Tuesday provided breakfast @ \$5.50 and Wednesday Exhibitor luncheon @ \$6.50) will not be included for reimbursement, and are subtracted from budgeted amounts.

Airfare – Airfare from Reno to Las Vegas will not exceed \$251 round trip.

Airport Parking – Costs for airport parking at the Reno/Tahoe International Airport is \$12 per day. Not to exceed 4 days.

Ground Transportation – To/From Airport Only. \$15.00 one-way (\$30.00 roundtrip) per attendee.

CERTIFIED ASSURANCES

**A COPY OF THESE ASSURANCES, IN ITS ENTIRETY, WITH ORIGINAL
SIGNATURES, MUST ACCOMPANY THE GRANT APPLICATION**

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the lead governmental unit hereby agrees to the following Certified Assurances governing the awarding of funds.

- A) FINANCIAL REPORTS** – The grantee/sub-grantee agency is required to submit, at a minimum quarterly, financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to the award period. All funds need to be obligated by the end of the grant period stated in the grant award, and expended and reported on within 45 days from the end of the award period. Failure to submit proper reports pursuant to current policies may jeopardize reimbursement and/or future funding from the SERC.

- 1) **Request for advance:** May be used only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. This report is due within 30 days of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent, or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include copies of dated invoices and proof of payment. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a match in the appropriate line on the report form.
- 4) **Quarterly report required:** Financial reports are due at a minimum quarterly. If there are no expenditures within the quarter, a report with an explanation is required. Quarterly reports are due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 31	- (for reporting period July 1 to September 30);
January 31	- (for reporting period October 1 to December 31);
April 30	- (for reporting period January 1 to March 30); and
July 31	- (for reporting period April 1 to June 30).
- 5) **Final report:** There will be no further expenditures. This grant is closed and no further reports are necessary. This report is due by the final report

date (45 days after the end of the award period), or if no further funds will be spent prior to the end of the award period.

- B) GRANT CHANGE REQUEST** - Grant expenditures are authorized for the purposes set forth in this application as approved in the grant award and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Any request for change in the project must be submitted to the SERC and approved in writing or on the record prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- C)** The applicant certifies, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- D)** The applicant assures that the fiscal accountability of the funds received from the State Emergency Response Commission (SERC) will be managed and accounted for by the lead agency's chief comptroller and that internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- E)** The applicant and its contractors will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.
- F)** The applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
- F)** Any publication (written, visual, or sound) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:

“This program was supported by Grant # 20.703, awarded by the Nevada State Emergency Response Commission (and, if a HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if a HMEP grant, U.S. Department of Transportation).”
- H)** The applicant fully understands the State Emergency Response Commission (SERC) has the right to suspend, terminate, or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its' grant award.

- I) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- J) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission (SERC.)

SIGNATURES REQUIRED

GOVERNMENTAL UNIT (COUNTY COMMISSIONER OR COUNTY MANAGER)

NAME (PRINT): Katy Singlaub TITLE: Washoe County Manager

SIGNATURE:  DATE: 8/21/06

τ τ τ τ τ τ τ τ τ τ τ τ

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

NAME (PRINT): Arvon Kenneston

SIGNATURE:  DATE: 8-21-06

RETURN THIS FORM WITH THE APPLICATION

LEPC COMPLIANCE CERTIFICATION

The following must be met by the Local Emergency Planning Committees (LEPCs) as a requirement for compliance with SERC policies and procedures. This checklist must be completed, signed, and returned with all grant applications or annually by March 31 if the LEPC is not submitting an application for SERC grant funds.

A check mark in the squares on the left will indicate a YES response.

- ☒ Have written notifications of review or updates to the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated - Date 2.16.06

Membership list reviewed/updated - Date: 5.2.06

- ☒ Have LEPC meetings been held at least quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?

- ☒ Has the LEPC submitted all required reports which summarize the financial management of the active grants (*i.e., copies of invoices and verification of expenditures?*)

- ☒ Has the LEPC reviewed and/or updated its hazardous materials emergency plan (or haz-mat portion of the jurisdiction's "all hazards" plan) within the last year? Has notification of the review/update and a copy of the LEPC meeting minutes documenting the action been sent to the SERC?

Review/updated - Date: 9.30.05

- ☒ Has the LEPC conducted an exercise, tabletop or full scale, of its hazardous materials emergency response plan within the last year and has a report and narrative been sent to the SERC?

Indicate the date of the most recent exercise: 11-29.05 - Noble Responder Full-Scale Exercise

- ☒ Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: 8.21.06

As chairman of the Washoe County Local Emergency Planning
County Name

Committee I attest all information provided on this eligibility certification is accurate.

x [Signature] Date: 8-21-06
LEPC Chair Signature